

FRIDAY
MAY, 1997

30

MAY 1997							JUNE 1997						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30					

216 Days Left

APPOINTMENTS & SCHEDULED EVENTS

TO BE DONE TODAY (ACTION LIST)

1 *Car wash*
Child day write up

HOURS	NAME • PLACE • SUBJECT
7 0700	
8 0800	
9 0900	Lionel Lavenex
10 1000	
11 1100	
12 1200	
1 1300	
2 1400	RICHARD Pollock
3 1500	
4 1600	
5 1700	
6 1800	
7 1900	
8 2000	
9 2100	
10 2200	

PHONE CALLS

EXPENSE & REIMBURSEMENT RECORD

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REF.	NAME OR PROJECT	DETAILS OF MEETINGS • AGREEMENTS • DECISIONS	TIME HRS. 1/10
1	Dino	66 to DC exit 68 - Westmoreland -	
2		Stop sign left right, next left Fairfax	
3		Lee Highway 12 - 3 traffic - Park Ave	
4		311 Park Ave	
5			
6	Lionel, Tom, Bob	"priorant" - anything that has been	
7	Patent Attorney	done before	
8			
9		1 - Personnel supervisory packet	
10		(probation report) BT Inc (Boulder)	
11		2 - Mag Card - ATM Card	
12		3 - Clearing Checks outside Acft	
13		4 - EFT - Home banking	
14			
15	Tom Delippo	1 - PayCHECK - wants us to accumulate	
16		and route new hire reports to all	
17		States.	
18			
19	Kathy Floyd	Jack Hoffman's office - June 27 - Call	
20		3517	
21	Tom Durso	No message	
22			
23	ALEX Camacho	Thanks	
24			
25			
26			
27			
28			
29			
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39			
40			

JR DESK 612E

TWO PAGES PER DAY REFERENCE

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